

988002/94

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: ADMINISTRATIVE ASSISTANT TO THE MAYOR**

**DEFINITION**

Under general supervision, to perform a variety of highly responsible and confidential complex administrative tasks; to serve as a special assistant to the Mayor; to conduct a variety of public relations tasks; to assist with staff reports; and to perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an entry/journey level para-professional administrative class. Incumbents will initially perform the more routine administrative office work, however, as experience is acquired, they are assigned more complex work and perform with increasing independence. This is an "at will" classification as defined by the City Municipal Code.

**REPORTS TO:** Mayor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Mayor. May have lead responsibility on a project basis over clerical staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential duties for the Mayor and Mayor's office including screening and handling of calls.
- Assist in the organization, staffing, and operational activities of the Mayor's office.
- Assist in the preparation and administration of the office budget.
- Develop and implement new and revised office procedures and forms.
- Participate in maintaining a wide variety of correspondence, agendas of meetings, reports, and other materials.
- Perform research on a variety of administrative, fiscal, and operational problems.
- Assist in preparing speeches, news releases, radio broadcasts, and other media information.
- Coordinate commendation, certificate, and award programs.
- Participate in the scheduling of the Mayor's appointments and civic and social engagement.
- Receive, respond to, and refer citizen complaints and reports.
- Represent the Mayor and the City in the community and at professional meetings.
- Coordinate office activities with other City departments and divisions and with outside agencies.
- Independently respond to letters and general correspondence of a routine nature.
- Take minutes and/or summary notes at meetings.

## QUALIFICATIONS

### Knowledge of:

- Organization, procedures, and operating details of municipal government.
- City rules, regulations, and policies.
- Record keeping principles and procedures.
- Modern office methods, procedures, equipment, and business letter writing.
- Personal computer operation and software applications.
- Public relations and information techniques. Research techniques, methods, and procedures and report presentation.

### Ability to:

- Interpret and apply administrative and departmental policies, laws, and rules.
- Analyze situations carefully and adopt effective courses of action.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Communicate clearly and concisely, orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work; promote good public relations; meet the general public with courtesy and tact.
- Maintain the confidentiality of privileged information.
- Operate standard office equipment including a typewriter, personal computer, and applicable software programs.
- Take minutes at meetings, write speeches, and respond to correspondence.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training or college course work in public or business administration, public relations, communications, or a closely related field.

Experience: Three years of responsible administrative support experience including public information and public relations responsibilities. Additional college education may substitute for experience on a year for year basis.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**

**TO:**